

## **SR. PLANS EXAMINER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Sr. Plans Examiner exists is to serve as Team Leader in coordinating multidisciplinary plan review activities, in addition to plans examining responsibilities. The Sr. Plans Examiner provides professional level technical review of complex plans for new construction, alterations, and repairs to ensure compliance with city codes, and state and national standards. Provides technical advice and assistance to architects, engineers, and contractors on code compliance and engineering problems and to field inspectors in the interpretation of construction plans and in the resolution of difficult construction code interpretation and engineering problems. This classification is not supervisory, however, may act in a lead capacity depending on the assignment. The Sr. Plans Examiner's work is performed under the general direction of a Coordination Manager in Planning and Development Services.

### **ESSENTIAL FUNCTIONS**

Reviews and examines complex residential and commercial plans and specifications to determine if they comply with life safety and engineering provisions of city and national codes and standards. Provides alternative design criteria and solutions to non-conforming plans.

Manages the review of project construction documents from initial submittal through approval of final plans, and through the construction phase.

Conducts field and site visits upon request of Inspections Division to evaluate inquiries, (or conditions, or deficiencies,) identify potential problems and suggest corrective measures.

Investigates the suitability of materials and methods of construction for compliance with construction codes.

Holds conferences with developers, owners, architects, and engineers relating to plan design data, code interpretations, and the resolution of design problems affecting life safety.

Recommends changes in codes to resolve design and interpretation problems and to accommodate and control new materials and new design concepts.

Demonstrates continuous effort to improve operations, streamline work processes, and works cooperatively and jointly to provide quality seamless and consistent customer service.

Reviews residential and commercial plans for compliance with provisions of adopted UBC, UMC, UPC, NEC, UFC, ADA and administrative policies.

Be a motivated employee with ability to self study to update his/her knowledge of construction with evolving technology, and continuous changes of constructions codes. Attend seminars and study to keep up with continuous modifications and changes to codes and methods of construction.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Construction, standard construction materials, design analysis and design concepts.

Engineering as applied to specific fields of construction projects.

Nationally recognized codes and standards and related city ordinances.

Ability to:

Operate a variety of standard office equipment, including a personal computer, a variety of computer software and other equipment essential to performing daily activities that requires continuous and repetitive eye and arm or hand movement.

Establish and maintain effective working relationships with city staff, design and construction community as well as citizens.

Listen and communicate effectively with a diverse group of people.

Use professional judgment and common sense in the application and enforcement of the intent of code requirements.

Objectively interpret and consistently apply codes requirements and related standards in accordance with department policies.

Read and accurately interpret building construction plans and specifications of any complexity.

Maintain regular consistent attendance and punctuality.

### **Education & Experience**

Any combination of education and experience equivalent to a bachelor's degree in Architecture; Structural, Architectural or Civil Engineering; or related fields and five years of experience in the construction industry related to the review or design of specific fields of construction projects; or Registration in the State of Arizona as an Architect or Engineer with five years of experience in review or design of specific types of construction projects; or certification as plans examiner by a national agency and five years of experience in the construction industry related to the review or design of specific types of construction projects.

FLSA Status: Exempt

HR Ordinance Status: Unclassified